

## **MOTIONS**

These instructions were developed to *provide general guidance* when docketing motions. Because there are different types of motions, you may experience the following steps in various sequences or steps may be omitted when docketing a particular motion.

All motions and applications should be filed as the main document with the support documents (i.e. brief, certificate of service, proposed order) as attachments, thus creating one docket entry containing hyperlinks to the PDF documents.

**NOTE:** Depending upon the type of motion you are filing, you may be prompted to enter a brief description of the “nature of the motion” during the filing process. For example, when filing a Motion For Relief From Stay, you will be asked to enter a description of the relative property, e.g. 123 Any Street, Trenton, NJ.

**CAUTION: DO NOT use the Motion (Generic) event to file Motions requesting common types of relief such as Dismissal, Conversion, Avoidance of Liens, etc.**

**The Motion (Generic) event may be utilized ONLY when there is *not* an appropriate type of motion in the motion category. To determine if an event exists which suits the type of relief you are requesting, please refer to the [Event List](#) .**

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**STEP 1** Choose **Bankruptcy** from main menu

**STEP 2** Choose **Motions/Applications** category


**STEP 3** Enter case number; click [NEXT]

**STEP 4** Select **appropriate motion** from drop down list; click [NEXT]

 *TIP - If unsure what “type” of Motion to select, please refer to the [Event List](#).*

**STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen


**STEP 6** Select party or click [ADD/CREATE PARTY]; click [NEXT]

 *TIP - If you have not been previously associated with the party in this case, you will be prompted to place a check in the box to create the association.*

**STEP 7a** Click on the hyperlink for the Judge's calendar, determine the next possible hearing date and time; click [BACK]


**STEP 7b** Enter the hearing date, time and location in the appropriate fields; click [NEXT]

**STEP 8** Upload the PDF document and any attachments, click [NEXT]

 *TIP - Supporting documents and proposed orders are added to the event as ATTACHMENTS to the motion.*

**STEP 9** Confirm case name and number; click [NEXT]

**STEP 10** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

**Motion for Relief from Stay re: 123 Main Street Filed by Training Attorney on behalf of Sears. Hearing scheduled for 7/10/2003 at 09:00 AM at Courtroom 2, Trenton - KCF. (Trenton, Attorney1)**

**STEP 11** Notice of Electronic Filing displays